Department of Housing and Urban Development Office of Public and Indian Housing (PIH)



Inventory Management System / Public and Indian Housing Information Center (IMS/PIC)

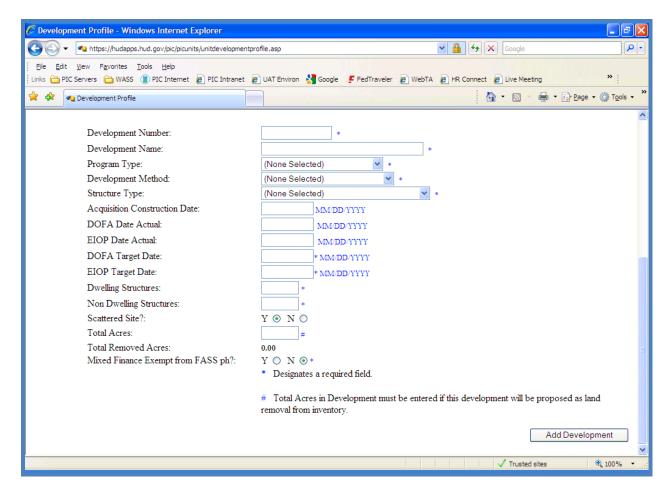
Job Aid for Moving Buildings to a

Newly-Created Development Number

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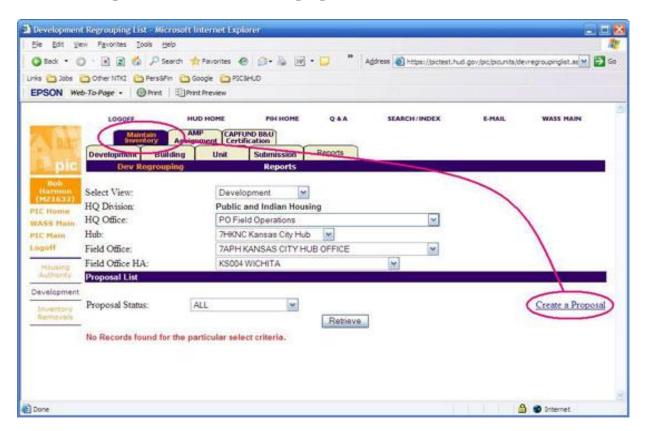
Background: IMS/PIC has a Development Regrouping functionality that permits HA users to propose moving buildings to different developments. This functionality preserves the building-level DOFA Date and uses it to calculate a unit-weighted average DOFA Date for the developments involved in the building moves. To support this regrouping functionality, both the "gaining" and the "losing" developments must have achieved DOFA. Therefore, how can a HA User propose a move to a newly-created development?

This Job Aid will explain the steps to accomplish the goal of moving one or more buildings into a newly-created development number. Only HUD staff can create a development in IMS/PIC. Therefore, the request for the new development number must go from the HA Executive Director to the Field Office Director of Public Housing. HUD staff will then create the new development. At this point, it cannot be used in a regrouping. Without adding any buildings or units, a HUD user enters a DOFA Date of 01/01/1900. This puts the development number in 'Management' status, making it available for regrouping.



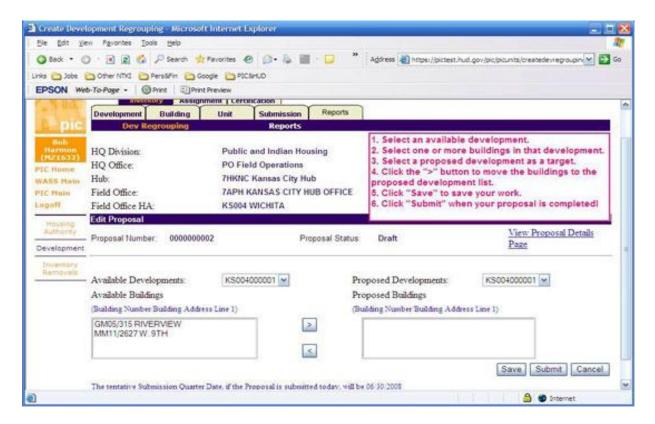
The HUD user then advises the HA that the development is 'ready for regrouping'. An HA user creates the regrouping proposal in the 'Dev Regrouping' sub-tab of the 'Maintain Inventory' tab of the 'Development' sub-module of IMS/PIC.

The HA user creates the proposal to move buildings from one development to another and saves the work. Buildings which are in any Demo-Dispo status may NOT be moved; if buildings in a Demo/Dispo status are included, the proposal will not execute.



The HA user selects the development number from which to take the building(s), then selects the development number to which the building(s) are to be moved. Only developments at DOFA may be selected. The newly created development number is now available in the 'pick' list because it is at DOFA. A proposal can involve moves to/from two or more developments. After each 'Save', the proposal may be closed and can still be retrieved to make additional changes.

When the proposal is complete, the HA user clicks "Submit" to submit it to the HUD Field Office for review.



A HUD Field Office user can access the same "Maintain Inventory" tab, review the proposal, and then Approve or Reject it. The HUD user ensures that none of the proposed buildings are in any Demo-Dispo status. If any are in Demo-Dispo status, HUD staff should not approve the proposal.

When it is approved, the building assignments will be changed automatically at the beginning of the next operating year. With approval of the Financial Management Division, the change can be made sooner. Questions concerning this process should be directed to your Field Office IMS/PIC Coach. A link to the latest IMS/PIC Coach contact information is available here: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/systems/pic/help